

BLSDM POC TRAINING

- BLSDM PROMOTION ROSTER
- EVALUATION
 - CHECKLIST
 - COMMON MISTAKES
- FORCE MANAGEMNET
 - CLASSIFICATION ACTIONS

Monthly Promotions Rosters

Purpose

Each Squadron will be able to pull their monthly promotion roster.

By pulling the rosters in BLSDM you have a more accurate roster since BLSDM updates every Tuesday, and the roster AFPC sends out is a one time update.

AFPC Secure 4.0 - Main Menu - Internet Explorer provided by USAF

https://w20.afpc.randolph.af.mil/AFPCSECURENET20/PKI/MainMenu1.aspx

Favorites DMDC Learning Web Slice Gallery

Citrix XenApp - Air Force P... AFPC Secure 4.0 - Main... X

Live Search

Welcome, User...

Your current AFPC Secure e-mail address is: [REDACTED]

Phone Number: [REDACTED]

Click here to update your information

Message Center...

- Are you missing applications?

Your workstation may not be identified as a .Mil or .Gov workstation. Some applications such as RAW require you to access the application from a military or government network. If you are missing some of your applications please visit the .Mil/.Gov Access Check Page to diagnose if you are experiencing network issues that may prevent you from seeing applications.
- As of 28 Jan 2010, most CAC users don't have access to any web applications with a userid/password. Please delete your password unless you are specifically authorized access to one of the few web applications still authorized.
- NOTICE to GIMAIL.AF.MIL E-Mail users: the GIMAIL web site has moved effective early 2010. AFPC Secure users with GIMAIL.AF.MIL e-mail accounts will now find these accounts at www.afoimail.com. Any new users

Available Applications...

Top Viewed Sites

Click on the column headers to sort the list by that column.
Click it a second time to reverse the sort order.

Click Here...	Application Title...
ACMS	Acquisition Career Management System
ADP	Airmen Development Plan
AMS	Assignment Management System
ARMS Member	Automated Records Management System for Members
BLSDM	Base Level Service Delivery Model
CMS	Case Management System
CPDSS Web Certificate	Civilian Personnel Decision Support System
EPROM Release	Virtual Enlisted Promotion Release Web
Fill RPA Status Report	Fill RPA Status Report
HPERB	Air Force Medical Service Health Professions Education Requirements Board
MyDP	My Development Plan
NDAWNET	National Disaster Accountability Web
Pascodes	PAS Code Information Provider
PERSTEMPO	Personnel Quality-Of-Life Measurement Tool
PRDA	Personnel Records Display Application
RAW	Retrieval Applications Web
Reserve Vacancies	Reserve Vacancy Finder
Retraining	Retraining Vulnerability Listings for NCO Retraining Program
TEMPO Tracking	TEMPO Management and Tracking System
vMPF	Virtual Military Personnel Flight Suite of Applications
vPSC RBA	Virtual Personnel Service Center - Role Based Access
WebBasedTesting	Web Based Training Modules Testing Application

Application List Display Preferences

Use Paging: Yes No # Items per Page: 10

Trusted sites | Protected Mode: Off

100%

BASE LEVEL SERVICE DELIVERY MODEL

- [Home](#)
- [Individual Form](#)
- [BLSDM History](#)
- [Alpha Roster](#)
- [UPMR](#)
- [AEF Roster](#)
- [Cmdr Mgt Roster](#)
- [Decor6 Elig Roster](#)
- [Duty Status Roster](#)
- [Evals Listing](#)
- [Gains Listing](#)
- [Loss Listing](#)
- [Late Evals](#)
- [Proj/Pend Evals](#)
- [Family Care Report](#)
- [Enlisted Monthly Promotion Roster](#)
- [Officer Monthly Promotion Roster](#)
- [Administration](#)

Individual Form	SSANs may be entered either with or without the dashes. Names with 4 characters or less, the results will be a last name exact match. Names with 5 characters or more, the results will be last names that begin with the characters entered. If a last name is entered, it may take 3-5 minutes to process the request. Please be patient.
Data Currency	Data on all rosters is less than 24 hours old with the exception of the UPMR. UPMR data is current as of 15 APR 2011
Data Problems	Please contact your servicing Force Support Squadron for assistance.
Account Problems	Please contact the BLSDM POC located within the Force Support Squadron.
Training Information	PSD Handbook (Guide) or Training Tools
Help	For technical problems with the application please contact the AFPC/PSOCC DSN 665-5004 Commercial (210) 565-5004.
Maintenance Message	

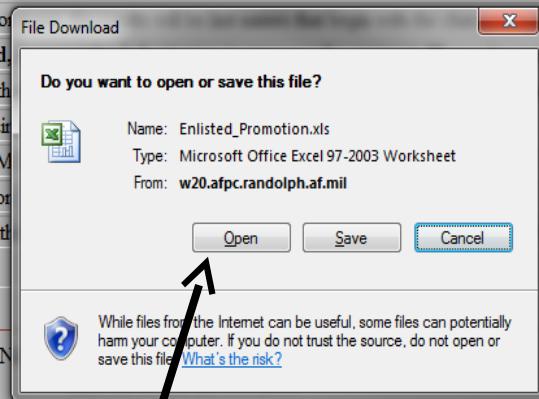
PERSONAL DATA - PRIVACY ACT OF 1974 (USC 552a)
Last Reviewed: 26 Oct 2010

Once in "BLSDM" you
will want to click on
"Enlisted Monthly
Promotion Roster"

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- Officer Monthly Promotion Roster
- Administration

SSANs may be entered either with or without the dashes.
Names with 4 characters or less, the results will be a last name exact match.
Names with 5 characters or less, the results will be a first name exact match.
If a last name is entered, the results will be a last name exact match.
Data Currency Data on all rosters is less than 100%.
Data Problems Please contact your service component's promotion board.
Account Problems Please contact the BLSDM History page.
Training Information PSD Handbook (Guide) or Promotion Board Guide
Help For technical problems with the system, contact the Help Desk.
Maintenance Message



Click "Open". Once the Excel spread sheet opens you will be able to view your squadrons promotees for the month.

If you have any questions in regards to your promotion roster you can contact:

SrA Jacquelyn Moore 552-8583

Classification Actions

CLASSIFICATIONS

AF Form 2096s will no longer be required for changes to

- Duty Title
- Position Numbers
- DAFSC
- CRO's

E-mail FM org box with

- Member's Name
- SSN
- Rank
- Requested info to be updated
- Effective Date
- Email must come from BLSDM POC

UPMR Updates

- Verify member's position numbers
- Mass updates (10 or more)- please input request on an excel spreadsheet (Name, SSN, Rank, DAFSC, New position #)

Office Symbols

- Must be updated by mbr via vMPF
- Please review Alpha Roster to ensure mbr's are updating office symbol correctly

Quarters Notification

- E-mail to FM org box
- Orders
- All members going TDY need to be e-mailed to FM org box

EVALUATIONS

EVALUATIONS

- EPR/OPR Checklist
 - Step by step guidance on what to verify that is complete on evaluation prior to routing to 673 FSS/ Force Management
 - Explanation of each section on the AF 910/911/707
 - Formatting of signature blocks IAW JBER WG guidance
 - Feedback format DDMMYY (IAW MPFM 07-44 table 3.2 item 29; MPFM 07-45 table 3.1 item 16)
 - Feedback dates CANNOT before the start date of evaluation or After the C/O date.

FEEDBACK REASONS

- The reason for not conducting a feedback must be specific in Feedback section (example)
 - Rater failed to conduct feedback during rating period
 - Rater unable to conduct feedback while mbr deployed after trying to contact via phone, e-mail etc.
- Can not use the following reason
 - Feedback was given to mbr during rating period but not documented (if the rater/ratee conducted a verbal feedback during the rating period that date CAN be used on the EPR/OPR)

Referral Report Issues

- Verify the date that the rater signs the EPR/OPR Matches Date of the Referral Memorandum
- Verify that all Referral Bullets have been stated in the First paragraph of the Referral Memorandum
- Ensure the Member has provided a rebuttal or the statement on the Referral Memorandum “I did/did not elect to provide comments in response to the EPR/OPR and dated to”

QUESTIONS